

GOVERNMENT OF THE DISTRICT OF COLUMBIA
POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY
OFFICE OF THE DEPUTY DIRECTOR FOR HUMAN RESOURCES

ANNOUNCEMENT NO: CFSA-05-A019	POSITION: SUPERVISORY QUALITY SERVICES REVIEW AND CASE PRACTICE SPECIALIST MS-301-13
OPENING DATE: 11-12-04	CLOSING DATE: 11-26-04
IF "OPEN UNTIL FILLED" FIRST SCREENING DATE: _____	SALARY RANGE: \$62,268 - \$81,246 Per Annum
WORK SITE: WASHINGTON, D.C.	TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M. Monday – Friday
PROMOTION POTENTIAL: NONE	AREA OF CONSIDERATION: UNLIMITED
	NO. OF VACANCIES: ONE (1)
AGENCY: CFSA, OPDD, ODDCP, QIA, QID	
DURATION OF APPOINTMENT: MANAGEMENT SUPERVISORY SERVICE (AT WILL)	

"AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICE (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.

RESIDENCY PREFERENCE AMENDMENT ACT: An applicant for a position in the Management Supervisory Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES:

The Incumbent is responsible for the overall supervision of monthly Quality Service Review and Case Practice Reviews, which involves assessment of family strengths and needs, review and development of case plan activity, outlining goals and tasks for all participants and facilitating the development of a safety network during the agency's initial involvement. Supervises Quality Service Review and Case Practice Specialists, Assigns, directs and reviews the work of subordinate employees; evaluates employees' work performance; recommends selections, promotions, status changes, awards, disciplinary actions, and terminations; plans, schedules, and coordinates work operations; solves problems related to unit operations and work. Collects and maintains information and assembles reports related to the quality and quantity of case practice services provided by QIA. Analyzes statistics and other relevant information to make recommendations for planning, problem—solving, staff assignments and budget preparations. Develops and maintains positive working relationships with other agency entities to coordinate the development and implementation of case management processes. Works closely with program areas to provide guidance and technical support, and assist them with meeting compliance with established mandates and best practice standards.

QUALIFICATION REQUIREMENTS:

- One year **specialized** supervisory experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Ability to evaluate and analyze data and District of Columbia Code provisions related to compliance and quality of quantitative or qualitative case management and case practice;
2. Professional knowledge of social work principles, standards, ethics, policy and methods as represented by a Master's Degree in Social Work or other field of social science. Comprehensive knowledge of Public Law 96-272, the Adoption Assistance and Child Welfare Act of 1980, D.C. Law 2-22, the Child Abuse and Neglect Act of 1977, Adoption and Safe Families Act, as well as other relevant mandates and regulations related to agency operation.
3. Excellent skill and ability in the writing of extensive, comprehensive reports identifying and recommending solutions to systemic problems;
4. Excellent verbal communication skills and experience with conducting presentations and communicating complex statistical data in a manner that is useful to social workers, managers and other intended groups; and
5. Knowledge of current management concepts and practices to effectively supervise specialist in coordination with agency goals and objectives. Analytical skill and ability to evaluate and analyze program operation practices and their impact on clinical outcomes for children and families.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test and Criminal Background Check. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

MAIL TO:	Child and Family Services Agency Office of the Deputy Director for Human Resources 400 6th Street, SW Washington, DC 20024	WALK-INS:	955 L'Enfant Plaza, 5th Floor Washington, D.C. 20024
TO APPLY:			
FAX TO:	(202) 727-5750	WEB SITE:	www.cfsa.dc.gov
EMAIL TO:	cfajobs@cfsa-dc.org	TELEPHONE:	(202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OFFICE OF THE DEPUTY DIRECTOR FOR HUMAN RESOURCES
